



Journal of the Formosan Medical Association

CHECKLIST



Only complete manuscript submissions will be considered for publication. Complete submission must include the following documents:

- ☐ Cover letter signed by the corresponding author
- ☐ Authorship & conflicts of interest statement signed by the corresponding author
- ☐ Copyright transfer agreement signed by all authors listed in the manuscript
- ☐ Manuscript in MS Word format

AND, where applicable

- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
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In the actual article, ensure that the following information is provided:

- ☐ Title page (double spaced)*
 - ☐ Article category
 - ☐ Article title
 - ☐ Conflicts of interest statement
 - ☐ Running title not exceeding 50 characters

***IMPORTANT:** please do NOT include any author names and affiliations or corresponding author information on the title page (this information should be listed in your cover letter instead) because the *JFMA* follows a double-blind peer review process.

- ☐ Abstract and keywords (double spaced) required for: Review Articles, Invited Articles, Original Articles, Case Reports and Brief Communications
 - ☐ Abstracts for Review Articles, Invited Articles, Case Reports and Brief Communications: unstructured (i.e., in one single paragraph with no subheadings) and no longer than 200 words; include information on the background/purpose of the report, methods, results (or case report), and conclusions
 - ☐ Abstracts for Original Articles: structured, with the section headings *Background/Purpose*, *Methods*, *Results* and *Conclusion*, and no longer than 250 words
 - ☐ 3–5 keywords are arranged in alphabetical order (keywords should be MeSH terms; see <http://www.ncbi.nlm.nih.gov/mesh?term>)
- ☐ Main text (double spaced)
 - ☐ For articles covering the use of human or animal samples in research, or human or animal experiments, ensure that you have obtained appropriate institutional review board or ethics committee approval, and that such approval, including the official approval code, is stated in the methods section
- ☐ References (double spaced) in the correct format, cited in numerical order, and all references in the List are cited in the Text/Tables/Figures and vice versa

AND, where applicable

- ☐ Funding/support statement
- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), on a new page
- ☐ Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (halftone + line art), and 1000 dpi for line art

Further considerations:

- ☐ Manuscript has been spell-checked and grammar-checked
- ☐ Color figures are clearly marked as being intended for: (I) color reproduction on the Web (free of charge) and in print (authors will be charged US\$84 per figure); or (II) color reproduction on the Web (free of charge) and in grayscale in print (free of charge). If option (II), then grayscale versions of the figures are also supplied for printing purposes.